



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE SW
FORT MCPHERSON GEORGIA 30330-1062

REPLY TO
ATTENTION OF

AFLG-PR

17 March 1998

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contracting Information Letter (CIL) 98-18

1. This CIL contains information on the following:
 - a. FORSCOM Pam 715-9, CMR Guide (Redbook),
 - b. Generic Position Description for Competitive Development Group,
 - c. Expanded Authority to Cross Fiscal Years for Service Contracts, and
 - d. Wage Determinations-On-Line (WDOL) and Non-Standard Job Classifications.
2. FORSCOM Pam 715-9, CMR Guide (Redbook). The CMR Guide (Redbook), FORSCOM Pam 715-9, is now on the Internet. From the FORSCOM Home Page, select FORSCOM Publications. Click on FORSCOM Pamphlets, 215-4 through 715-10, and select PAM 715-9. All FAR Part 15 Rewrite changes have not yet been incorporated, so we will be updating again. If you have other recommended changes, please send to Pat Boterweg, email address: boterwegp@forscom.army.mil, or fax to DSN 367-6247. Changes are requested NLT 17 April 1998.
3. Generic Position Description for Competitive Development Group.
 - a. Reference memo, SARD-ZAC, 17 February 1998, SAB (encl 1).
 - b. The enclosed memo contains generic position descriptions which should be used to place selectees into the Competitive Development Group.
4. Expanded Authority to Cross Fiscal Years for Service Contracts.
 - a. Reference memo, AFLG-PR, 11 March 1998, SAB (encl 2).

AFLG-PR

SUBJECT: Contracting Information Letter (CIL) 98-18

b. Subject memo provides for increased flexibility in the types of service contracts that may cross FYs. For additional information, please contact Judith Blake at DSN 367-7175.

5. Wage Determinations-On-Line (WDOL) and Non-Standard Job Classifications.

a. Reference memo, DAJA-KL, 12 March 1998, SAB (encl 3).

b. The enclosed memo provides a list of non-standard job classifications for those installations who use the WDOL system. For additional information, please call Pat Boterweg at DSN 367-5486.



3 Encls
as

TONI M. GAINES
Acting Chief, Contracting Division, DCSL&R
Acting Principal Assistant Responsible
for Contracting

DISTRIBUTION:

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III CORPS & FT HOOD, ATTN: AFZF-DOC

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I CORPS & FT LEWIS, P.O. BOX 33931, ATTN: AFZH-DOC

3RD INF DIV (MECH) & FT STEWART, ATTN: AFZP-DC

101ST ABN DIV (AASLT) & FT CAMPBELL, ATTN: AFZB-DOC

FT DEVENS, ATTN: AFRC-FMD-DOC

FT DIX, ATTN: AFZT-DOC

10TH MTN DIV, FT DRUM, ATTN: AFZS-DOC

FT MCCOY, ATTN: AFRC-FM-DC

NATIONAL TRAINING CENTER & FT IRWIN, ATTN: AFZJ-DC

ARMY ATLANTA CONTRACTING CENTER, ATTN: AFLG-PRC



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH DEVELOPMENT AND ACQUISITION
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

17 FEB 1998

SARD-ZAC

MEMORANDUM FOR SEE DISTRIBUTION

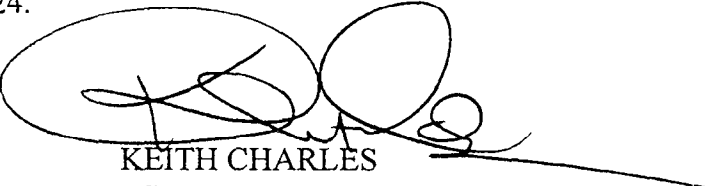
SUBJECT: Generic Position Description for Competitive Development Group

In our continuing effort to develop future leaders, the enclosed generic position description will be used to place selectees into the Competitive Development Group (CDG).

Each year a group of twenty-five applicants will be board selected to participate in this program. In the past, field organizations were asked to furnish a position and a position description to be used for a developmental assignment. This created a paper flow from the field organizations, to this office, and back to the servicing Civilian Personnel Operations Center/Civilian Personnel Advisory Centers (CPOC/CPAC). The use of a generic position description will eliminate this paper trail and enable CPOC/CPACs to fill the CDG positions in a more timely manner.

Positions designated for use in this program are representative of the acquisition workforce and will be based on the future needs of the Army. The position description is generic in general duties/responsibilities. Specific acquisition career field information will be identified for each participant in Factor 5, Scope and Effect. Additional information and guidance will be forthcoming from the personnel community on processing this personnel action.

This initiative will incorporate into the assignment process greater flexibility of CDG placement and cross-functional training. Point of contact is Jerry Lee, DSN: 664-7124 or commercial: (703) 604-7124.


KEITH CHARLES
Deputy Director
Acquisition Career Management

Encl
CDG Position Description



(SARD-ZAC)

SUBJ: Generic Position Description for Competitive Development Group

DISTRIBUTION:

PROGRAM EXECUTIVE OFFICER:

- AIR AND MISSILE DEFENSE
- AVIATION
- COMMAND, CONTROL AND COMMUNICATIONS SYSTEMS
- CRUISE MISSILES AND UNMANNED AERIAL VEHICLES
- GROUND COMBAT AND SUPPORT SYSTEMS
- INTELLIGENCE AND ELECTRONIC WARFARE
- STANDARD ARMY MANAGEMENT INFORMATION SYSTEMS
- TACTICAL MISSILES

DEPUTY FOR SYSTEMS ACQUISITION:

- AMCOM
- CECOM
- TACOM

ALL PROGRAM/PROJECT/PRODUCT MANAGERS

COMMANDING GENERAL:

- U.S. ARMY MATERIAL COMMAND
- U.S. ARMY INFORMATION SYSTEMS COMMAND
- U.S. ARMY MEDICAL RESEARCH AND DEVELOPMENT COMMAND
- U.S. ARMY MILITARY TRAFFIC MANAGEMENT COMMAND
- U.S. ARMY OPERATIONAL TEST AND EVALUATION COMMAND
- U.S. ARMY SPACE AND STRATEGIC DEFENSE COMMAND

ACQUISITION EXECUTIVE, U.S. ARMY SPECIAL OPERATIONS COMMAND

DIRECTOR, INFORMATION SYSTEMS FOR COMMAND, CONTROL,
COMMUNICATIONS AND COMPUTERS

DIRECTOR, DEFENSE INFORMATION SYSTEMS AGENCY

JOINT PROGRAM MANAGER, BIOLOGICAL DEFENSE

PROGRAM MANAGER, CHEMICAL DEMILITARIZATION

PROGRAM MANAGER, RESERVE COMPONENT AUTOMATION SYSTEM

PROGRAM MANAGER, JOINT SIMULATION SYSTEMS

PROJECT MANAGER, DEFENSE TRAVEL SYSTEMS

CF:

ASSISTANT SECRETARY OF THE ARMY (MANPOWER AND RESERVE
AFFAIRS)

DIRECTOR, ARMY ACQUISITIONS EXECUTIVE SUPPORT AGENCY

ACQUISITION CAREER MANAGEMENT ADVOCATES

ACQUISITION WORKFORCE SUPPORT SPECIALISTS

FUNCTIONAL CHIEF REPRESENTATIVES

CIVILIAN PERSONNEL OFFICES

CIVILIAN PERSONNEL OPERATIONS CENTER

CIVILIAN PERSONNEL ADVISORY CENTER

ARMY CENTER FOR CIVILIAN HUMAN RESOURCES MANAGEMENT

U.S. TOTAL ARMY PERSONNEL COMMAND

JOB DESCRIPTION

For use of this form, see CPR 501; the proponent agency is DCSPER.

2. INSTALLATION OR HEADQUARTERS OFFICE

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE

5. TITLE

Miscellaneous Administration and Program series, GS-301, Jan 1979

6. PAY SCHEDULE

7. OCC CODE

8. GRADE

GS

301

13

9. FAIR LABOR STANDARDS ACT

10. COMP LEVEL

☐ EXEMPT☐ NONEXEMPT

11.

EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS.

KEITH CHARLES, Dep Dir, Acquisition Career Mgmt

(Signature)

6 Feb 98

(Date)

12.

JOB CONTENT APPROVAL (COMPLETE ON ORGANIZATION COPY ONLY)

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

KEITH CHARLES, Dep Dir, Acquisition Career Mgmt

(Signature of Approving Supervisor)

6 Feb 98

(Date)

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist)

6 Feb 98

(Date)

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

(See attached)

INTRODUCTION

This position is established as a developmental assignment in conjunction with the Army Acquisition Corps (AAC) Competitive Development Group (CDG) Program for GS-13s. The purpose of this assignment is to provide the incumbent with senior level experiences and the corporate perspective on Army issues needed to prepare for senior management positions in the Department. Incumbent must have a broad based knowledge of acquisition management rules, regulations, laws, etc., sufficient to perform assigned duties. The incumbent will participate in professional development to enhance personal potential by integrating the capabilities, needs, interests, and aptitudes in the assigned career field through a planned, organized, and systematic method of training and development. An Individual Development Plan (IDP) is an integral part of this position. The incumbent will be assigned to a senior acquisition professional who will design a tailored IDP to insure maximum professional development is achieved through assignments, job rotation, training, education and self-development. Incumbent will be released for training and education in accordance with his/her IDP.

MAJOR DUTIES

1. Works as an independent senior level member of the acquisition workforce within an assigned functional organization. Activities within the assigned acquisition related functional area include planning, programming, budgeting, scheduling, financial management execution, contracting, cost/risk analysis, engineering and/or logistics planning. As such, this individual is assigned responsibility and oversees the integration of separate functions to include funding, procurement, test, quality assurance, configuration management, logistics, engineering, production, transportation and/or fielding of assigned system throughout the entire life cycle of the assigned weapon system. Exercises leadership and communication skills in identifying, analyzing and/or making recommendations that will affect the acquisition community and the assigned organization achieving its objectives. Participates in, and coordinates with, diverse workforce teams. Assesses organizational developmental needs and identifies opportunities to maximize capabilities and achieve organizational goals. 20%
2. Adheres to human resource strategies to meet the organization's mission/objectives, strategic vision, and goals to enhance personal potential. The work requires a general knowledge of the range of financial laws, regulations, policies, precedents, methods, and techniques of cost modeling, budgeting and related activities in the federal service. Uses technology to insure the development and utilization of management information systems and other technological resources that meet the organization's needs. Implements and adjusts programs and policies to achieve appropriate results. Assesses policy, program and project feasibility for activities in the functional area of the assigned organization. Employs problem-solving techniques to anticipate, identify, and diagnose potential or actual problems; selects from, and/or acts on alternative courses of correction. Establishes and implements evaluation procedures and monitoring processes. Decisively structures, organizes and prioritizes his/her work. 15%
3. Typical assignment requires developing detailed plans, goals, and objectives that can cover the entire life cycle of the system assigned. Employs creative thinking to formulate goals/objectives and integrates them into a strategic plan to benefit assigned organization's mission. Researches and keeps abreast of trend and initiatives in both the public and private sectors which may benefit assigned organization/command. Maintains internal and external organizational relationships necessary to plan and execute the acquisition management program. Coordinates, integrates, presents and defends all assigned research programs. Determines significant responsibilities and requirements for the assigned program area based on priority and urgency of situation. Keeps informed of general work methods, processes and procedures established by superior, analyzes their effect on the organization and recommends changes in order to function more efficiently where problems or conflicts arise. 25%

4. Explains, advocates, and negotiates with internal and external individuals and groups, developing an expansive professional network with other organizations and organizational units. Employs communication skills to represent and speak for the organization. Employs flexibility and conflict management skills to resolve adversarial situations that might arise. Through interpersonal skills, establishes and maintains working relationships with internal organizational units, develops and enhances alliances with external groups, and obtains understanding and support from higher level management. Employs oral communication skills to work in groups and teams, conducting briefings and presentations. Ensures that all written communication reflect the unit's position and work. Coordinates with representatives of assigned programs, industry, higher echelons, and other government agencies to resolve difficulties encountered in planning and executing assigned program. Assembles, classifies, and summarizes reported progress results and presents verbally, graphically or in written form indicating current status of program progress deficiencies, outstanding accomplishments, and reasons for deviations from plans. Participates in the Army Acquisition Workforce (AAW) Career Development as a Mission initiative which requires managers/supervisors to plan for and release incumbent for mandatory and other training, education, and developmental opportunities as part of the organization's mission. 40%

Performs other duties as assigned.

FACTOR 1 - Knowledge Required by the Position.

Level 1-8 - 1550 points

Mastery of analytical ability, problem-solving skills and higher level management potential. Ability to take vague and frequently changing guidance and mold the information into a meaningful end product, frequently having to brief results to management and higher level coworkers. Requires skill at interpreting various forms of information received from higher management explaining the information to others. Ability to master the administrative principles and practices of planning as demonstrated by incumbent's past training and/or experience, to permit quality presentation of work. Innovative ability in planning, programming, analyzing and solving critical problems. Ability to judge appropriate methods, techniques and approaches for application to a wide variety of complex issues in assigned acquisition career field.

FACTOR 2. Supervisory Controls.

Level 2-4 450 points

Within the framework of priorities, funding, and overall project objectives, the employee and supervisor develop a mutually acceptable project plan which typically includes identification of work to be done, the scope of the project, and completion deadlines. Incumbent, in formulating and guiding analytic studies, seeks approval of recommendations and refers only most controversial or precedent-setting policy problems to the supervisor. Confers with supervisor on initiating new studies which have an important impact on major initiatives. Work is subject to review for adequacy in meeting objectives. Products are expected to be exemplary, contributing to improving procedures, products, cost-effectiveness, and/or schedules. Conclusions and recommendations are expected to be consistently sound, logical, and professional.

FACTOR 3. Guidelines.

Level 3-4 450 points

Guidelines consist of local, higher headquarters, government-wide regulations, federal and agency acquisition regulations. Employee exercises judgment, initiatives and resourcefulness in the interpretation, modification and applications of guidelines to mission accomplishment. Extensive judgment and originality are required in planning the program strategy, developing procurement requirements packages, preparing reports, conducting studies, and resolving problems which arise during the course of the acquisition cycle.

FACTOR 4. Complexity.

Level 4-3 225 points

Incumbent is assigned responsibilities that require appreciable time to develop fully. Illustrative of such assignments are those relating to product design and development, testing, budget cycles, project schedules, contract administration, and re-organizations. Studies conducted will link conceptual work with the incumbent's own and others' analyses which will include assessments of costs, benefits, and potential savings resulting from proposed management actions as well as face-to-face contact with high level officials in Government and Industry.

The incumbent works under general policy guidance and objective which require a high degree of judgment and ingenuity in interpreting and adapting guidelines that are available. In some cases, guidelines must be developed by the incumbent as to new approaches, methods, and procedures. The incumbent analyzes all relevant factors by coordinating with contact, conducting high level studies involving technical and mission experts, and by exercising a working knowledge of the functional areas involved with program management and the acquisition community.

FACTOR 5. Scope and Effect.

Level 5-3 325 points

The incumbent performs planning, analytical, resource management, communication, administrative, and/or technical functions of the organization which are of critical interest and importance. The work product affects the work being performed by the parent/gaining agencies and the national defense, and affects the development of major aspects of Army programs and initiatives. The work has significant impact on present and future operating programs and requires and authorizes the incumbent to influence the general policies of both agencies. Issues are of interest to senior management officials within and outside the Army. Many assignments will be of an ad hoc nature which require on-the-spot judgment and follow-through/coordination with personnel at all levels in various functional areas and organizations. Where appropriate, the incumbent will spend a short period of time shadowing a senior executive in the assigned organization.

During this assignment, the incumbent may have duties in the following Acquisition Career Fields:

- Acquisition Logistics: Gains experience in the management of logistics activities associated with the procurement, integration and fielding of support systems/environment, weapons systems/equipment or system modifications.
- Auditing: Conducts and participates in audits of defense funded contract; involved with the performance and organization of audits, develops audit policies and procedures, and supports overall management and control of an audit organization or task.
- Business, Cost Estimating & Financial Management: Formulates financial plans and programs; administers budgets; monitors expenditures, obligations and accountability of funds; gains experience in the management of contractor cost and schedule performance; performs and evaluates cost estimates; assists and advises commanders, program managers and other officials in discharging all aspects of their responsibilities for business management in direct support of the defense acquisition process.
- Communication-Computers: Supports the acquisition of automated information systems and interconnecting components (hardware, software, firmware) used to create, record, produce, store, retrieve, process, transmit, disseminate, present, or display data or information. Work may involve identifying requirements, writing/reviewing specifications, identifying costs, obtaining resources (manpower, funding and training), testing, evaluating, planning, obtaining, and managing life cycle support (operations, maintenance and replacement).

- Contracting: Gains experience in the procurement of supplies and services, construction, research and development, acquisition planning, cost and price analysis, selection and solicitation of sources; preparation, negotiation and award of contract through sealed bid or negotiation procedures; all phases of contract administration; and termination or close-out of contracts.
- Industrial/Contract Property Management: Gains experience in the acquisition, control, management, use and disposition of Government-owned property used by contractors, or storage to support future contractual requirements. Provides advice to Government and contractor managers and technicians relating to regulatory and contractual requirements for managing Government property. Participates in pre-award surveys and post-award reviews; reviews contracts assigned for property administration; evaluates contractor property management systems; develops and applies property systems analysis programs to assess the effectiveness of contractors' Government property management systems.
- Manufacturing, Production, and Quality Assurance: Monitors the manufacturing and production efforts of private sector contractors; participates in quality assurance activities to establish essential quality standards and controls; develops and executes plans that focus on quality of design, quality of conformance and fitness for use; integrates quality plans into the system engineering process; develops policies, procedures, test provisions, and quality requirements in specifications, standards and solicitations; evaluates quality assurance during acquisition such as design reviews, functional and configuration audits, production readiness reviews and milestone reviews.
- Program Management: Leads, plans, and executes acquisition efforts for weapons systems and services; oversees broad-based functional tasks in support of acquisition efforts; interfaces, monitors, and manages private sector contractor efforts in the development of weapons systems; coordinates with other DoD agencies and Services.
- Purchasing: Gains experience in the purchasing, renting, or leasing of supplies, services and equipment through either formal open-market methods or competitive bid procedures with the primary objective of the work being the rapid delivery of goods and services in direct support of operational and acquisition requirements.
- Systems Planning, Research, Development and Engineering: Organizes, plans, monitors, and performs engineering activities that relate to the design, development, fabrication, installation, modification or analysis of systems or system components; identifies, establishes, organizes and implements acquisition engineering objectives and policies or specifications in support of acquisition programs, projects, or activities.
- Test and Evaluation: Plans, monitors, conducts and evaluates tests of prototypes, new or modified weapons systems equipment or material; analyzes, assesses and evaluates test data and results; prepares assessments of test data and results, and writes reports of findings.

The incumbent in this position may be periodically detailed to Long-Term Training (LTT), or formal training courses or seminars consistent with the incumbent's Individual Development Plan (IDP).

FACTORS 6 and 7. Personal Contacts and Purpose of Contacts.

Level 3c 180 points

Personal Contacts: Contacts may be a variety of specialists, managers, officials and groups from outside the employing command in a moderately unstructured setting. Contacts include contractors, manufacturers' representatives, auditors, and personnel from other Federal agencies. Contacts usually occur in formal meetings and conferences scheduled upon request. Incumbent represents the organization at meetings and conferences as required.

Purpose of Contacts: Contacts are to develop acquisition/program strategy, define directions and objectives, and resolve complex programmatic issues. Contacts are to provide advice or recommendations, negotiate assistance, and influence operations, policy-making functional representatives, and other agencies listed above. Contacts are made to discuss various approaches to resolve issues which may be controversial in nature.

FACTOR 8. Physical Demands.

Level 8-1 5 points

Although the work is sedentary in nature, there may be times when the incumbent will be required to work long hours and be on TDY travel for extended periods. Living quarters, military transportation, and dining arrangements may be Spartan at times. Work will involve some walking, standing, sitting, bending, and carrying of light items and equipment. Because of these varied physical demands, the incumbent needs to maintain good health and physical condition.

FACTOR 9. Work Environment.

Level 9-1 5 points

Work will be performed in a variety of DoD installations, conference rooms, on military vehicles, vessels and equipment, as well as in offices and/or classrooms. As noted above, required duties may provide physically challenging and demanding conditions. In accordance with Joint Travel Regulations, Volume II, incumbent may be required to travel by regularly scheduled military or commercial passenger aircraft in performance of TDY.

Total Points: 3190

ADDITIONAL POSITION REQUIREMENTS

- ❑ Add any additional position classification standard(s) and date of issuance used in classifying this position to DA Form 374, Job Description, Block 4, for example, U.S. OPM PCS for Contracting Series. Also use the titling instructions from that standard to fill in Block 5 of the DA Form 374.

- ❑ Incumbent is required to submit a "Confidential Financial Disclosure Report." SF-450, upon entering the position, annually and upon termination of employment in accordance with DOD Directive, 5500, 7-R, Joint Ethics Regulation, dated 30 August, 1993."

- This position has been designated an Army Acquisition Workforce developmental position. The following are statutorily mandated requirements (Reference: DAWIA)

(1) Incumbent must be a selectee for the Army Acquisition Corps Competitive Development Group.

(2) Selectee must execute, as a condition of appointment, a written agreement to remain in Federal Service in this position for at least three years. In signing such agreement, the employee does not forfeit any employment rights, nor does such agreement alter any other terms or conditions of employment.

(3) Any employee placed in this position must sign a Mobility Agreement and otherwise be eligible for AAC membership.

- ❑ Incumbent must:

____ Be able to obtain and maintain a Secret security clearance.

____ Be able to obtain and maintain a Top Secret security clearance.

- Must be Level III certified in an acquisition career field.
- TDY may be required 25%-40% of the time. (If different, give the actual percentage of time ____).
- This position is FLSA exempt in accordance with 5 CFR 551-204.

ADDITIONAL POSITION INFORMATION

Coding the civilian acquisition position: DCPDS DINS

☐ JYR Position Category

A = Program Management

C = Contracting

D = Industrial Property Management

G = Manufacturing and Production

H = Quality Assurance

K = Business, Cost Estimating and Financial Management

L = Acquisition

R = Communications – Computer Systems

S = Systems, Planning, Research, Development and Engineering

T = Test and Evaluation Engineering

V = Program Management Oversight

X = Education, Training and Career Development

☐ JYL Career Level Required III

<input type="checkbox"/>	JYN	Position Type	3
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☐ JYT Acquisition Special Assignment (Leave Blank)

<input type="checkbox"/> JYS	Program Indicator	(Leave Blank)
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☐ JYP Career Specialty (primary)

These codes are used to indicate the primary orientation of the duties of the position with regard to the contracting process.

1 = Primary preaward oriented

2 = Primary postaward oriented

3 = Primarily oriented to cost and price analysis

4 = Both preaward and postaward oriented

5 = Primarily post, station, installation (base oriented)

8 = None of the above

9 = Unknown

☐ JYQ Career Specialty (secondary)

Used to indicate an additional secondary focus of positions with duties that involve the contracting process.

1 = Involved in acquisition of information resources (ADPS)

2 = Assigned to a major system acquisition (ACAT I or II), including positions that are primarily dedicated (50% or more of work time) to one or more major system acquisitions.

3 = Both 1 and 2

8 = None of the above

9 = Unknown

EVALUATION STATEMENT

FACTOR 1 - Knowledge Required by the Position	Level 1-8	1550 points
FACTOR 2 - Supervisory Controls	Level 2-4	450 points
FACTOR 3 - Guidelines	Level 3-4	450 points
FACTOR 4 - Complexity	Level 4-4	225 points
FACTOR 5 - Scope and Effect	Level 5-5	325 points
FACTORS 6 and 7 - Personal Contacts and Purpose of Contacts	Level 3c	180 points
FACTOR 8 - Physical Demands	Level 8-1	5 points
FACTOR 9 - Work Environment	Level 9-1	5 points

Total Points 3190

Range for GS-13: 3155-3600

FEB 24 1998



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH DEVELOPMENT AND ACQUISITION
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

REPLY TO
ATTENTION OF

SARD-ZAC

17 FEB 1998

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Generic Position Descriptions for Project Manager, GS-0340-15 and Product Manager, GS-0340-14

I am pleased to announce that the generic position descriptions (PD) for the Project Manager, GS-0340-15 and Product Manager, GS-0340-14 have been classified and are ready for distribution to the personnel/acquisition communities. Most of you have concurred and/or furnished comments early in the process of making this initiative become a reality. The generic position descriptions cover general duties assigned to the positions with an addendum to address the specifics of the positions. The specific duties and responsibilities are also addressed on the Civilian Acquisition Position Listing (CAPL) and on the Senior System Civilian Evaluation Report, DA Form 7222.

These position descriptions will be used when filling all future Project Manager, GS-15 and Product Manager, GS-14 critical acquisition positions, at least until the Acquisition Demonstration Project is implemented. This standardization will simplify the administrative personnel processes used to fill these positions. Use of these position descriptions will also facilitate the central management of critical acquisition positions and the AAC members who occupy them. When filling a Project or Product Manager's position, acquisition organizations need to fill in the specific information required on pages 4-6 of the GS-14 and 6-8 of the GS-15 and add the name of the commodity to page 1. They then need to send the PD and personnel action through their normal civilian personnel channels. If your position is being filled through the FY 99 acquisition selection boards, you will need to do this immediately. You should also proceed to have the position description placed in the automated PD Library, on the Civilian Personnel On-Line homepage.

Point of contact for this office is Mr. Jerry Lee, DSN: 664-7124 or commercial: (703) 604-7124.

KEITH CHARLES
Deputy Director
Acquisition Career Management

2 Encls

1. PD, GS-15
2. PD, GS-14



(SARD-ZAC)

SUBJ: Generic Position Descriptions for Project Manager, GS-0340-15 and Product Manager,
GS-0340-14

DISTRIBUTION:

PROGRAM EXECUTIVE OFFICER:

AIR AND MISSILE DEFENSE
AVIATION
COMMAND, CONTROL AND COMMUNICATIONS SYSTEMS
CRUISE MISSILES AND UNMANNED AERIAL VEHICLES
GROUND COMBAT AND SUPPORT SYSTEMS
INTELLIGENCE AND ELECTRONIC WARFARE
STANDARD ARMY MANAGEMENT INFORMATION SYSTEMS
TACTICAL MISSILES

DEPUTY FOR SYSTEMS ACQUISITION:

AMCOM
CECOM
TACOM

ALL PROGRAM/PROJECT/PRODUCT MANAGERS

COMMANDING GENERAL:

U.S. ARMY MATERIAL COMMAND
U.S. ARMY INFORMATION SYSTEMS COMMAND
U.S. ARMY MEDICAL RESEARCH AND DEVELOPMENT COMMAND
U.S. ARMY MILITARY TRAFFIC MANAGEMENT COMMAND
U.S. ARMY OPERATIONAL TEST AND EVALUATION COMMAND
U.S. ARMY SPACE AND STRATEGIC DEFENSE COMMAND

ACQUISITION EXECUTIVE, U.S. ARMY SPECIAL OPERATIONS COMMAND

DIRECTOR, INFORMATION SYSTEMS FOR COMMAND, CONTROL,
COMMUNICATIONS AND COMPUTERS

DIRECTOR, DEFENSE INFORMATION SYSTEMS AGENCY

JOINT PROGRAM MANAGER, BIOLOGICAL DEFENSE

PROGRAM MANAGER, CHEMICAL DEMILITARIZATION

PROGRAM MANAGER, RESERVE COMPONENT AUTOMATION SYSTEM

PROGRAM MANAGER, JOINT SIMULATION SYSTEMS

PROJECT MANAGER, DEFENSE TRAVEL SYSTEMS

CF:

ASSISTANT SECRETARY OF THE ARMY (MANPOWER AND RESERVE
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CIVILIAN PERSONNEL OPERATIONS CENTER

CIVILIAN PERSONNEL ADVISORY CENTER

ARMY CENTER FOR CIVILIAN HUMAN RESOURCES MANAGEMENT

U.S. TOTAL ARMY PERSONNEL COMMAND

JOB DESCRIPTION

For use of this form, see CPR 501; the proponent agency is DCSPER.

2. INSTALLATION OR HEADQUARTERS OFFICE

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE

OPM series definition for Program Management Series, GS-340, Sep92. OPM, General Schedule Supervisory Guide, April, 93.

5. TITLE

Project/Product Manager

6. PAY SCHEDULE

GS

7. OCC CODE

340

8. GRADE

15

9. FAIR LABOR STANDARDS ACT

☒ EXEMPT

10. COMP LEVEL

☐ NONEXEMPT

11.

EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS

KEITH CHARLES, Dep Dir, Acquisition Career Mgmt

*(Signature)*6 Feb 98
(Date)

12.

JOB CONTENT APPROVAL (COMPLETE ON ORGANIZATION COPY ONLY)

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

KEITH CHARLES, Dep Dir, Acquisition Career Mgmt

*(Signature of Approving Supervisor)*6 Feb 98
(Date)

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

*(Signature of Position Classification Specialist)*6 Feb 98
(Date)

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

(See attached)

Project Manager, GS-15
(Name of Commodity)

SUPERVISORY CONTROLS

Works under the general supervision of a Program Executive Officer (PEO), Deputy for Systems Acquisition (DSA), Major (MACOM) Commander, or Department of Defense (DOD) Agency Director who holds the incumbent responsible for and delegates commensurate authority for the active participation in providing effective management, direction and control over the functions of the Project Management Office. Within the framework of the executive direction and leadership provided by the PEO, DSA, MACOM Commander, or DOD Agency Director, the incumbent exercises independent judgment and applies exceptional executive managerial skills. These skills require a broad background of knowledge in project management to include development, acquisition, testing, product improvements, fielding, and sustainment. Additionally, knowledge is required in the areas of cost estimating, planning, programming, budgeting, program integration, interoperability, and oversight. Work performed is reviewed in terms of effective execution of assigned functions and adherence to established policy. The incumbent is delegated the full line authority of the Army Acquisition Executive (AAE) and the PEO, DSA, MACOM Commander, or DOD Agency Director.

MAJOR DUTIES

Serves as the Program/Project Manager (PM) for the assigned executive program reporting directly to the PEO, MACOM Commander, or DOD Agency Director. As the assigned responsible management official, provides overall direction and guidance for the development, acquisition, testing, product improvements, fielding, and sustainment of the project. Coordinates, integrates, leads and directly controls the efforts associated with the assigned program. Incumbent applies a high degree of managerial and technical knowledge as well as a thorough knowledge of functional activities and the defense acquisition process required for effective management of assigned programs. Ability to apply principles to analyze situations, identify problems, probe causes, and select courses of action for technical and functional specialists to pursue. Ability to gauge the efforts required to the situation at hand, to be selective in which to do and how to proceed, and to recognize the resulting impact in terms of schedule, costs, risks involved and trade-offs necessary. Ability to communicate effectively in writing and in person-to-person contacts in order to communicate with various levels of technical, professional, management and administrative personnel.

1. Plans and Directs Operations. Plans, organizes, and directs the operations of the functional unit. Establishes the organizational structure; delegates authority and responsibility; adapts departmental policies, goals, and objectives and establishes methods of operation; establishes long range (5-10 years), intermediate, and short range plans; allocates resources (within broad limitations established by higher authority) and provides a reporting and evaluation system to determine project effectiveness. PM also provides for establishing goals, objectives, programs, and general guidance for operations subject only to the framework of laws, regulations and policies of the agency. This position is responsible for project planning and direction; planning for system support for ten or more years of probable life cycle; and to plan, direct, and control the allocation and utilization of all authorized resources. The systems for which this position has responsibility are assigned by higher headquarters. Fully responsible for the efficient and economical use of, and establishes priorities and conducts planning for the facilities, equipment, manpower, and funding resources necessary to accomplish the mission. Collaborates with heads of other units to negotiate, decide on, schedule, and coordinate supporting services. Provides advice and guidance and/or renders decisions on specific problems brought to attention by subordinates. Reviews and appraises project operations on a continuous basis through spot-check of work in progress, review of completed work and results obtained to assure maximum efficiency, economy, and effectiveness of the operations. Continually evaluates the effectiveness of utilization of resources; and redirects effort by revising priorities, changing emphasis, and transferring resources between projects as necessary to ensure efficient and economical management. Develops the acquisition strategy and program baseline for assigned projects in

accordance with Army acquisition policies and procedures. Manages the implementation and execution of approved acquisition, fielding, and support programs. Executes the project within the guidelines established by the AAE and the PEO/DSA/MACOM in accordance with the program baseline.

40 to 50%

2. Performs Coordination and Managerial Duties. Oversees cost estimating, planning, programming, budgeting, program integration, interoperability, and oversight. Keeps informed of current developments in the technical field by studying technical literature, attending and participating in meetings and symposia, and through correspondence with other professionals. Maintains contact with other groups and organizations performing related work and coordinates new ideas and developments. Integrates the project systems with other systems in the approved architecture as required. Keeps abreast of all actions, studies, and projects being carried out by the DOD and DA elements that affect systems (i.e., weapon and/or information systems). Directs development of life cycle documentation for assigned project and defends the system at DA and OSD/OMB Budget Hearings, and if required, at DOD milestone reviews. Develops the required economic analysis to support any system decision paper. Prepares, briefs and defends systems decision papers or other decision documents at each milestone or IPR in the life cycle of the project. Embodies the results and conclusions of the development and implementation of the designated system. Reviews existing systems to determine interrelationships, duplication or overlap, adequacy, possibility of simplification, use, made thereof, and improvements required, and recommends necessary corrective action. Serves as advisor to officials with broader and higher responsibilities on status of project, progress made, projected future plans, and problems involving the relationship of the work supervised to broader programs and its impact on these programs. Participates as the chairman of active member of DA level work groups, seminars, committees, and conferences for solving technical weapon and/or automation problems in order to provide detailed and specific technical information upon which decisions can be based. Conducts briefings at all echelons of the Army and DOD, and if required, Congress. 30 to 35%

3. Personnel Management and Equal Employment Opportunity (EEO). Reviews and approves selections, promotions, and reassignments of personnel. Approves leave schedules, Evaluates employee performance, sets standards and initiates awards. Has letter input to ratings for co-located matrix personnel. Initiates recognition and disciplinary action for personnel. Develops comprehensive training programs to assure availability of technical or managerial expertise in an increasingly complex environment. Assigns work, determine staffing needs, assure economical utilization, and effectively manages position structure. Establishes a two-way communications process. Keeps employees informed of policies, procedures, and management programs and goals. Communicates with subordinates and deals with individual personnel problems. Assesses organizational strengths and weaknesses and supports open relationships, team building, feedback and related productivity factors. Participates in the development and promotion of the EEO and Affirmative Action Plans. Supports recruitment plan, which assures equitable representation of minority and women employees in the workforce. Carries out Occupational Safety and Health Program responsibilities. Exercises position management responsibilities. Assures that job descriptions are current and accurate and that the position structure is designed and structured to ensure optimum efficiency, effectiveness, and economy in accordance with the DA Position Management Program. Supports Army Acquisition Workforce (AAW) Career Development as a Mission initiative which provides guidance to managers to plan for and release AAW personnel for mandatory and other training, education, and developmental opportunities as part of the organization's mission. 30 to 35%

Performs other duties as assigned.

FACTOR 1 - Scope and Effect

Level 1-4

775 points

- a. SCOPE - The incumbent serves as the Program/Project Manager within the PEO/DSA/MACOM and is responsible for the accomplishment of the program assigned. The highly technical work is critical to carrying out the mission of the PEO/MACOM. Directs, controls, and ensures the integration of the activities of this major functional complex program in the PEO/DSA/MACOM. Provides direction and policy guidance and exercises independent professional skill and judgment in coordinating and integrating efforts, and assuring maximum effectiveness and efficiency of the total project.
- b. EFFECT - Directs the subordinate projects to facilitate the effective, efficient, and productive utilization of resource and successful accomplishment of the mission and programs. The work directly involves and substantially impacts the supportability and success of multi-million dollar systems used throughout the Department of the army. Program receives intensive Congressional, DOD, and DA scrutinization and attention.

FACTOR 2 - Organizational Setting

Level 2-3

350 points

The incumbent reports directly to the Program Executive Officer, DSA, MACOM, Commander or Major Subordinate Command Commander (SES V position, Brigadier General, Major General, Lieutenant General or General).

FACTOR 3 - Supervisory and Managerial Authority Exercised

Level 3-3A

775 points

Plans, directs and coordinates the timely execution of program goals. Determines and revises long range plans, goals, and objectives of assigned programs, activities, organizations, or functions directed. Oversees the work of subordinate supervisors. Provides administrative and technical supervision to subordinate staff, which consists of professional, technical, and administrative personnel GS-5 through GS-15 and equivalent military grades. Serves as the principal advisor and consultant to the PEO/DSA/MACOM on project related issues.

The incumbent uses judgment and discretion in determining intent, and in interpreting regulatory guidance. This employee is recognized as an expert in the development and/or interpretation of guidance on program planning and evaluation in the program area of specialization.

FACTOR 4 - Personal Contacts

SUBFACTOR 4A - Nature of Contacts

Level 4A-3

75 points

Contacts of this position include high ranking civilian and military managers within DOD, DA, Congressional Staff, major commands/organizations in both Army, OSD, and other services. These contacts typically require extensive preparation by the incumbent and staff. Represents the PEO/DSA/MACOM. Contacts are also with matrix personnel both inside and outside of the PM office, those, which take place in formal meetings and conferences.

SUBFACTOR 4B - Purpose of Contacts

Level 4B-3

100 points

The purpose of the contacts is to plan, direct, justify and defend long range plans, goals, and objectives for the assigned specialty area. The incumbent is responsible for the development of assigned functional area and integrating work with other PMs. Also represents the project or PEO/DSA/MACOM to obtain and commit resources, and to gain compliance with established policy and regulations. The incumbent advises senior executives and high ranking officials (Executive level) on decisions relating to the organization.

FACTOR 5 - Difficulty and Complexity of Typical Work Directed

Level 5-8 1030 points

The full performance level of the work directed is GS-15 or military personnel of equivalent grades. The base level of non-supervisory work directed is GS-14 or military personnel of equivalent grades.

FACTOR 6 - Conditions Which Add to the Difficulty of Supervision

Level 6-5 1225 points

Work involves identifying and integrating significant internal and external programs and policy issues affecting the U.S. Army and the mission of the Project Office. Develops, revises and implements immediate and long range goals, objectives and plan to meet changes in law, program authority and/or funding levels. Work requires considering the need for additional resources both inside and outside of the Project Office. The position requires leadership in developing, implementing, evaluating and improving processes in conformance with current acquisition regulations, policies and initiatives.

Total: 4330

EVALUATION STATEMENT

FACTOR 1 - Scope and Effect	Level 1-4	775 points
FACTOR 2 - Operational Setting	Level 2-3	350 points
FACTOR 3 - Supervisory and Managerial Authority	Level 3-3A	775 points
FACTOR 4 - Personnel Contacts		
SUBFACTOR 4A	Level 4A-3	75 points
SUBFACTOR 4B	Level 4B-3	100 points
FACTOR 5 - Difficulty and Complexity of Base Work Directed	Level 5-8	1030 points
FACTOR 6 - Conditions Which Add to Difficulty of Supervision	Level 6-5	1225 points
TOTAL POINTS		4330 points
GS-15 =		4055 - up

ADDITIONAL POSITION INFORMATION

☐ Supervisory Controls. Check the line below indicating who supervises the Project Manager.

- ☐ Program Executive Officer
- ☐ Deputy for Systems Acquisition
- ☐ Commander
- ☐ DOD Agency Director

☐ Provide general information on/about Program/System(s):

☐ The highest level of mission oriented non-supervisory work supervised. Include number of positions and occupational series:

☐ Total number of employees supervised _____.

☐ Organizational structure:

☐ Describe any matrixed employees reporting to the PM and indicate whether they are directly supervised or continue to report to the parent organization.

☐ Coding the civilian acquisition position: DCPDS DINS

☐ JYR Position Category A

☐ JYL Career Level Required III

☐ JYN Position Type

1 = Critical position GS/GM-14 or above, not the head of a division; would include, for example, Deputy PEOs and Deputy PMs of ACAT I and ACAT 2 programs would not include, for example, a Deputy to the Chief of Operational Testing.

2 = Critical positions GS/GM-14 or above and is a Division Head.

☐ JYT Acquisition Special Assignment B

☐ JYS Program Indicator

1 = Incumbent is an ACAT I PM or DPM.

2 = Incumbent is an ACAT II PM or DPM.

9 = Incumbent is an ACAT III PM or DPM.

- This position is FLSA exempt in accordance with 5 CFR 551-204.

ADDITIONAL POSITION REQUIREMENTS

- ☐ This position shall only be filled utilizing a HQDA centralized selection board.
- ☐ TDY may be required 30-50% of the time. (If different, give the actual percentage of time _____)
- ☐ Incumbent is required to submit a "Confidential Financial Disclosure Report", SF-450, upon entering the position, annually and upon termination of employment in accordance with DOD Directive, 5500, 7-R, Joint Ethics Regulation, dated 30 August, 2993."
- The Army Acquisition Executive (AAE) has identified this position to be an Army Acquisition Corps (AAC) critical position. Any employee placed in this position must sign a mobility agreement and otherwise be eligible for AAC membership within 6 months of assignment.

"This position is a Critical Acquisition Position, which may only be occupied by a member of an Acquisition Corps or as otherwise provided by law, 10 U.S.C. 1733."

- Level III Certification in Program Management must be achieved within 18 months of assignment to this position.
- Incumbent must execute as a condition of appointment, a written agreement to remain in Federal service in this position for at least 3 years. In signing such agreement, the employee does not forfeit any employment rights; nor does such agreement alter any other terms or conditions of employment.
- Incumbent must complete the following assignment-specific DAU training prior to assignment:
 - Advanced Program Management Course, Defense Systems Management College (DSMC)
 - Executive Program Manager's Course, (ACAT I and II), DSMC
 - Program Manager's Skills Course, (ACAT III only), DSMC
- ☐ Incumbent must:
 - ____ Be able to obtain and maintain a Top Secret security clearance.
 - ____ Be able to obtain and maintain a Secret security clearance.
- ☐ For ACAT II/III PMs, this will be a 3-year tour. For ACAT I PMs, the incumbent shall be assigned to the position at least until completion of the major milestone that occurs closest in time to the date on which the person has served in the position for four years.

DEPARTMENT OF THE ARMY
JOB DESCRIPTION

1. JOB NUMBER

For use of this form, see CPR 501; the proponent agency is DCSPER.

2. INSTALLATION OR HEADQUARTERS OFFICE

3. ORGANIZATIONAL LOCATION *(Complete on organization copy only)*

4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE

OPM series definition for Program Management Series,
GS-340, Sep 92. OPM, General Schedule Supervisory Guide,
April, 93.

5. TITLE

Project/Product Manager

6. PAY SCHEDULE

GS

7. OCC CODE

340

8. GRADE

14

9. FAIR LABOR STANDARDS ACT

☐ EXEMPT

☐ NONEXEMPT

10. COMP LEVEL

11. EVALUATION APPROVAL

TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND
GRADE LEVEL STANDARDS

KEITH CHARLES, Dep Dir, Acquisition Career Mgmt

(Signature)

6 Feb 98

(Date)

12. JOB CONTENT APPROVAL *(COMPLETE ON ORGANIZATION COPY ONLY)*

a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS
ORGANIZATIONAL RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM
RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES
RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE
VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.

KEITH CHARLES, Dep Dir, Acquisition Career Mgmt

(Signature of Approving Supervisor)

6 Feb 98

(Date)

b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.

(Signature of Position Classification Specialist)

6 Feb 98

(Date)

13. STATEMENT OF DUTIES AND RESPONSIBILITIES

(See attached)

Product Manager, GS-14
(Name of Commodity)

SUPERVISORY CONTROLS

Works under the general supervision of the Program/Project Manager (PM) or reports to the Program Executive Officer, Deputy for Systems Acquisition, or MACOM POC (PEO/DSA/MACOM POC). Supervisor holds incumbent responsible for and delegates commensurate authority so the PM can provide effective management direction and control over the program/system(s) and effectively manage office functions. Within the framework of the direction and leadership provided by the PM/PEO/DSA/MACOM POC, incumbent exercises independent judgment and applies extensive managerial skills. Work performed is reviewed in terms of the incumbent's effective execution of the functions of the Product Management Office as reflected in the successful accomplishment of the PM/PEO/DSA/MACOM POC goals and objectives.

MAJOR DUTIES:

Serves as the Product Manager with full responsibility for the total management of assigned program/system(s). Responsible for the development of overall program management plans, requirements, execution, control and direction of the work and associated resources required for life cycle management of the program/system and associated products; for meeting and dealing with a variety of people in a variety of forums; and for a full range of personnel management responsibilities.

1. Plans and Directs Operations. Responsible for all matters relating to cost, schedule and performance for assigned program/system(s). Exercises technical and administrative program control and authority through the various phases of systems development. Establishes program objectives and units of measure for determining that the objectives have been met. Makes decisions when adjustments or different courses of action are necessary. Issue directives and instructions to command elements engaged in the execution of actions and services. Issues guidance to Army elements regarding program and logistics management. Plans, initiates and directs a comprehensive evaluation system for the review and analysis of budgets, program developments and performance. Meets with internal staff and representatives from staff agencies and industry to determine program status, major milestones, and coordination of each system/subsystem to ensure orderly phasing of all actions and to detect in advance potential slippage or increased costs; and to ascertain appropriate action required to maintain or improve program schedules. Direct actions necessary to correct any indicated problem areas, including schedule slippage. Manages long range planning activities that include multi-year work plans that are the products of subordinate organizational managers. Exercises discretionary authority to approve the allocation and distribution of funds within the organization's budget to best meet the program's objectives. 40 to 50%

2. Performs Coordination and Managerial Duties. Promotes/defends assigned programs/systems at meetings and conferences. Serves as the PM/PEO/DSA/MACOMs POC principal representative at high level conferences with representatives of other government departments and agencies, participating organizations, foreign governments, and contractors/subcontractors. Develops and maintains close liaison and coordination with all participating agencies/organizations and users of the weapon/system to monitor collaborative planning and to give advice and counsel on assigned management activities. Visits industrial facilities, government agencies and higher headquarters to ensure proper and adequate program accomplishments of assigned products. Attends meetings and presents briefings to support and defend assigned products. 25 to 35%

3. Personnel Management and Equal Employment Opportunity. Exercises delegated authority for the execution of personnel management related to the accomplishment of assigned mission. Is first line supervisor and is responsible for the full spectrum of personnel administration and management tasks.

Initiates or recommends personnel or position actions; develops or participates in the development of job performance standards and individual development plans; observes and evaluates subordinates' performance; writes Officer Evaluation Reports (OERs) for military members. Ensures assigned military are managed in accordance with appropriate regulatory guidance. Plans the work to be done by subordinates, sets priorities, schedules completion, establishes performance standards, evaluates work and administration matters, and identifies and schedules required training. Performs position management and recommends appointments, promotions or reassignments. Has letter input to ratings for co-located matrix personnel. Promotes sound position management principles by planning organizational structure and determining staffing needs. Supports and utilizes special emphasis programs designed to provide promotional opportunities. Supports Equal Employment Opportunity and Affirmative Action plans to increase minority and female representation. Supports Army Acquisition Workforce (AAW) Career Development as a Mission initiative which provides guidance to managers to plan for and release AAW personnel for mandatory and other training, education, and developmental opportunities as part of the organization's mission. 20 to 25%

Performs other duties as assigned.

FACTOR 1 - Program Scope and Effect

Level 1-4

775 points

a. SCOPE - The work involves managing (planning, organizing, developing, coordinating, and implementing) the full life cycle of assigned programs/systems within the framework of the Program/Project Manager/PEO/MSC. Incumbent coordinates, identifies and integrates key internal and external programs and policy and manages high grade and subordinate personnel (in a matrix support arrangement) whose complex and highly technical programs/systems and organizational units interlock extensively. The work requires leadership and management ability in developing, implementing and reviewing processes and procedures to monitor the overall effectiveness, efficiency and productivity of assigned programs/systems which are oriented to long-term efforts relative to the mission and functions. Utilizes expertise to provide advice across the full spectrum of life cycle management for assigned product. As a recognized authority in the product area, maintains continuous contact with those segments of industry engaged in activities of interest to the program. Presents briefings and consults with industry and institutions on technology, state-of-the-art developments and new manufacturing procedures as they relate to assigned product. Maintains a close working relationship with the DOD users to ensure that needs are satisfied, funding is available, and that coordination with the appropriate technical parties is continuous throughout the development cycle.

b. EFFECT - Directs subordinate efforts to facilitate the effective, efficient, and productive utilization of resources and successful accomplishment of the mission and program. The work directly involves and substantially impacts the supportability and success of multi-appropriation and/or multi-million dollar program/system which will be used throughout the Department of the Army. The program receives intense DOD and DA scrutiny and attention.

FACTOR 2 - Organizational Setting

Level 2-2

250 points

The incumbent reports directly to the Program/Project Manager, PEO/DSA/MACOM.

FACTOR 3 - Supervisory and Managerial Authority Exercised

Level 3-2C

450 points

Has the delegated authority and responsibility for planning, directing, and executing funding for assigned programs. Determine long range plans, goals, and objectives. Demonstrates cost consciousness by accomplishing typical supervisory responsibilities for promoting safety, cost reduction, incentive awards, support of the Equal Employment Opportunity and Affirmative Action Programs, and other specialized management programs as prescribed. Assures that adequate internal control systems are operative so that Government resources are effectively and efficiently managed. Supervises, directs, controls, and oversees the work of assigned employees. Thrust is to promote Army Acquisition Reform initiatives critical to the

accomplishment of Army modernization objectives. Explains objectives, theories, methods, techniques, goals to be attained and determines measures to be taken to promote achievement. Provides staff with program/system integration, acquisition planning, and technical assessment. Provides policy guidance and interpretation of program objectives to project management elements. Analyzes program requirements and directs the development of plans for personnel staffing, budgeting and administration.

FACTOR 4 - Personal Contacts

SUBFACTOR 4A - Nature of Contacts

Level 4A-3

75 points

Contacts are with extremely influential individuals and senior staff, to include commanders, representatives from MACOMs, Headquarters Department of the Army, Army Acquisition agencies, multiple government contracting agencies (e.g, Army, Air Force, Navy), Office of the Secretary of Defense and/or Defense Information Systems Agency (DISA), PMs, other PEOs, installations, civilian contractors, and news media. Occasionally may have contact with foreign government and NATO.

SUBFACTOR 4B - Purpose of Contacts

Level 4B-3

100 points

The primary purpose of the contacts is to defend program requirements, negotiate ideas and requirements and of necessity, guide, direct and support the assigned technology. The incumbent represents the program at all levels and commits and justifies resources in compliance with established policies and procedures.

FACTOR 5 - Difficulty of Typical Work Directed

Level 5-8

1030 points

The full performance level of the work directed is GS-14 or military personnel of equivalent grades. The base level of non-supervisory work directed is GS-13 or military personnel of equivalent grades.

FACTOR 6 - Other Conditions

Level 6-5

1225 points

Work involves identifying and integrating significant internal and external problems and policy issues affecting the U.S. Army and the mission of the product office. Develops, revises and implements immediate and long range goals, objectives and plans to meet changes in law, program authority and/or funding levels. Work requires considering the need for additional resources both inside and outside of the PM office. The position requires leadership in developing, implementing, evaluating and improving processes in conformance with current acquisition regulations, policies and initiatives.

Total: 3905 points

ADDITIONAL POSITION INFORMATION

- ☐ Supervisory Controls. Check the line below indicating who supervises the Product Manager.

____ Program/Project Manager
____ Program Executive Officer
____ Deputy for Systems Acquisition
____ MACOM POC

- ☐ Provide general information on/about Program/System(s):

- ☐ The highest level of mission oriented non-supervisory work supervised. Include number of positions and occupational series:

- ☐ Total number of employees supervised _____.

- ☐ Organizational structure:

- ☐ Describe any matrixed employees reporting to the PM and indicate whether they are directly supervised or continue to report to the parent organization.

- ☐ Coding the civilian acquisition position: DCPDS DINS

☐ JYR Position Category __A__

☐ JYL Career Level Required III

☐ JYN Position Type

1 = Critical position GS/GM-14 or above, not the head of a division; would include, for example, Deputy PEOs and Deputy PMs of ACAT I and ACAT 2 programs would not include, for example, a Deputy to the Chief of Operational Testing.

2 = Critical positions GS/GM-14 or above and is a Division Head.

☐ JYT Acquisition Special Assignment B

☐ JYS Program Indicator

1 = Incumbent is an ACAT I PM or DPM.

2 = Incumbent is an ACAT II PM or DPM.

9 = Incumbent is an ACAT III PM or DPM.

- This position is FLSA exempt in accordance with 5 CFR 551-204.

ADDITIONAL POSITION REQUIREMENTS

- ☐ This position shall only be filled utilizing a HQDA centralized selection board.
- ☐ Incumbent is authorized to act for the Program/Project Manager and is held accountable for the effective management, direction and control of the assigned program.
- ☐ TDY may be required 30-50% of the time. (If different, give the actual percentage of time _____)
- ☐ Incumbent is required to submit a "Confidential Financial Disclosure Report", SF-450, upon entering the position, annually and upon termination of employment in accordance with DOD Directive, 5500, 7-R, Joint Ethics Regulation, dated 30 August, 1993."
- The Army Acquisition Executive (AAE) has identified this position to be an Army Acquisition Corps (AAC) critical position. Any employee placed in this position must sign a mobility agreement and otherwise be eligible for AAC membership within 6 months of assignment.

"This position is a Critical Acquisition Position, which may only be occupied by a member of an Acquisition Corps or as otherwise provided by law, 10 U.S.C. 1733."

- Level III Certification in Program Management must be achieved within 18 months of assignment to this position.
- Incumbent must execute as a condition of appointment, a written agreement to remain in Federal service in this position for at least 3 years. In signing such agreement, the employee does not forfeit any employment rights; nor does such agreement alter any other terms or conditions of employment.
- Incumbent must complete the following assignment-specific DAU training prior to assignment:
 - Advanced Program Management Course, Defense Systems Management College (DSMC).
 - Executive Program Manager's Course, (ACAT I and II), DSMC.
 - Program Manager's Skills Course, (ACAT III only), DSMC.

- ☐ Incumbent must:

____ Be able to obtain and maintain a Top Secret security clearance.

____ Be able to obtain and maintain a Secret security clearance.

EVALUATION STATEMENT

FACTOR 1 - Program Scope and Effect	Level 1-4	775 points
FACTOR 2 - Organizational Setting	Level 2-2	250 points
FACTOR 3 - Supervisory and Managerial Authority Exercised	Level 3-2C	450 points
FACTOR 4 - Personal Contacts		
SUBFACTOR 4A	Level 4A-3	75 points
SUBFACTOR 4B	Level 4B-3	100 points
FACTOR 5 - Difficulty of Typical Work Directed	Level 5-8	1030 points
FACTOR 6 - Other Conditions	Level 6-5	1225 points
	TOTAL POINTS	3905 points
	GS-14 = 3605-4050	

NOTE: Consideration has been given to those PM positions who report directly to a PEO/DSA/MACOM. Although the points in Factor 2 would increase, this would not result in a change of grade.



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE
FORT MCPHERSON GEORGIA 30330-1062

REPLY TO
ATTENTION OF

AFLG-PR

11 March 1998

MEMORANDUM FOR Garrison Commanders, FORSCOM Installations

SUBJECT: Expanded Authority for Service Contracts to Cross Fiscal Years

1. The FY 1998 DoD Authorization Act (Section 801) contains the authority for DoD agencies to enter into severable service contracts that cross fiscal years. Under the amended 10 USC Section 2410a, DoD activities are no longer restricted in the types of service contracts that may begin in one fiscal year and end in the next fiscal year, if (without regard to any option to extend the period of the contract) the contract period does not exceed one year. Installations will be able to obligate funds for the full amount of severable service contracts at any time during the fiscal year for up to 12 months. These contracts may also contain option periods subject to the same 12 month funding limits as the base-year contract.
2. Previously, severable service contracts that could be funded across fiscal years were limited to "maintenance of tools, equipment, and facilities; lease of real or personal property, including the maintenance of such property when contracted for as part of the lease agreement; depot maintenance, and the operation of equipment." The remainder of severable contracts required funding to be split between the two fiscal years, so the Army has traditionally written contracts to begin and end based on the fiscal year due to appropriation limitations.
3. This new authority will allow DoD to award these contracts at any time during the fiscal year, an authority other Government agencies already have. Contracting, resource managers, and government customers should work together to implement this authority and level workload during August and September of each year.

AFLG-PR

SUBJECT: New Authority for Service Contracts to Cross Fiscal Years

4. Request the above information be furnished to your installation's chief of resource management, Staff Judge Advocates and contracting offices.

5. Forces Command points of contact are Ms. Judith Blake, DSCLR Contracting Division, DSN 367-7175; Mr. Brian Gerber, SJA, DSN 367-2517; and Ms. Raelene Wilson, DSCRE, Fiscal Policy, DSN 367-5319.

FOR THE COMMANDER:

/ S /

**CHARLES J. GUTA
Colonel, AC
Principal Assistant Responsible
for Contracting**



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH DEVELOPMENT AND ACQUISITION
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

MAR 13 1998

DAJA-KL

12 March 1998

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Wage-Determinations-On-Line (WDOL) and Non-Standard Job
Classifications

Enclosed is a list of non-standard job classifications for those installations who use the WDOL system. This list has been sent out by the Department of Labor. The classifications on the enclosed list can not be pulled from the WDOL system. You will have to fill out a SF-98 and 98A and send to the Department of Labor, Wage and Hour Division, to receive wage rates for these classifications. Please pass on to all of your contracting offices.

If you have any questions regarding this memo, please contact Ms. Andrea Moore by phone at (703) 693-4071 or by electronic mail at mooreae@hqda.army.mil.

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Encl

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NON-STANDARD CLASSES:

1. AIRCRAFT SERVICES (LARGE MULTI-ENGINE AIRCRAFT * INCLUDING/EXCLUDING CNET POSTAL CONTRACTS)
2. AIR TRANSPORTATION
3. ALCOHOLISM DRUG ABUSE/COMPULSIVE OVEREATING & COUNSELING SERVICES
4. AERIAL PHOTOGRAPHERS/SEEDINGS/SPRAYING SERVICES *
5. BACKGROUND INVESTIGATORS
6. BEAUTY & BARBER
7. BREATH ALCHOL &/OR DURG TESTING SERVICES *
8. BROADCASTING SERVICES
9. CHILD/ADOLESCENT PSYCHIATRIC SERVICES
10. DECKHAND
11. DECONTAMINATION SERVICES
12. DEMOLITION
13. DISASTER EMERGENCY CLEAN-UP & REPAID SERVICES
14. DIVING SERVICES *
15. DRILLER SERVICES
16. ELEVATOR MAINTENANCE *
17. EMERGENCY INCIDENT SERVICES
18. EQUIPMENT INSTALLATION & SERVICES
19. FAST FOODS
20. FIRE SAFETY SERVICES *
21. FIREWATCH SERVICES
22. FISH MARKETING
23. FISH & WILDLIFE SERVICES
24. FOOD & LODGING
25. FOREIGN LANGUAGE TRANSLATOR *
26. FORRESTRY & LAND MANAGEMENT
27. GAGE READING & WATER SAMPLER COLLECTOR
28. HAZARDOUS WASTE PICK-UP & DISPOSAL SERVICES
(MATERIAL/OIL SPILLS & RELATED CLEAN-UP SERVICES)
29. HEALTH PHYSICS TECHNICIAN
30. INCOME TAX PREPARATION SERVICES *
31. INSPECTION/APPRaisal SERVICES *
32. INSPECTOR
33. INTERPRETER (SIGN LANGUAGE)
34. LAW ENFORCEMENT
35. MAINTENANCE & MODIFICATIONS OF WEAPONS SYSTEMS *
36. MOVING & STORAGE
37. NURSING HOME SERVICES
38. OCCUPATIONAL THERAPIST
39. OIL & GAS EXTRACTION/DRILLING
40. PSYCHIATRIC SERVICES
41. QUALITY ASSURANCE SERVICES *

- 42. RADIOLOGY SERVICES
- 43. RELOCATION SPECIALIST
- 44. REMOVAL OF OIL SPILLS, HAZARDOUS WASTE MATERIALS *
- 45. RESIDENTIAL & HALFWAY HOUSE
- 46. ROCK CRUSHING & STOCKPILING
- 47. SMALL PACKAGE DELIVERY SERVICES (GSA CONTRACTS ONLY) *
- 48. SAMPLER COLLECTOR
- 49. TELECOMMUNICATION EQUIPMENT INSTALLATION & SERVICES
- 50. TRANSCRIBING MACHINE TYPIST
- 51. TRANSPORTATION & DISPOSAL HAZARDOUS WASTE
- 52. TUGBOATS AND COSTAL VESSELS *
- 53. URINE COLLECTION SERVICES *

* - NATIONWIDE WDS